

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Coach – Substitute

Department: Education, Head Start/Early Head Start

Hourly Rate: \$15.00

Full Time: 40Hrs/Week

Exempt: Yes

Supervisor: Education Manager

Posting Date: In-House

Opens: September 23, 2020

Closes: September 30, 2020 at 4:30 pm

Posting Date: Public

Opens: October 6, 2020

Closes: October 20, 2020 at 4:30pm



Summary: This position is responsible for observing, providing feedback to classroom staff, on-the-job guidance and training to the program classroom staff to improve the quality of classroom instruction. Utilizing a mentor/coach model this position will assist educators to improve CLASS scores. This position will also be required to fill in within any classroom as needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Observe and coach each classroom's teaching staff once a month and establish mutual goals with the teaching staff. Provide feedback based on established mutual goals.

Document the strategies used and maintain confidential files in conjunction with the Education Manager.

In coordination with the Education Manager and classroom staff, design a professional development program to improve the quality of services provided.

Provide resources to Teaching staff to help meet professional development plans in conjunction with the Education Manager.

Must be willing to learn and use the Ojibwa Language in our classrooms as frequently as possible.

Work with the Education Manager to support curriculum development and improvement in classroom settings.

Prefer comfort in the Making it Work approach to incorporate culture into the classrooms.

Use the 7 Grandfather Teachings as a foundation for coaching and substituting.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

Bachelor's degree in Early Childhood Education.

Other Skills and Abilities:

Required:

- Must work well under pressure and time constraints.

- Must have experience in working with office equipment.
- Must be able to work independently and in a team setting.
- Must be willing to travel as needed.
- Must be willing to obtain shaken baby syndrome, mandated reporter, and infant/child CPR/first aid.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

Language Skills:

Strong Computer skills.

Reasoning Ability:

Experience working with children

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physical able to perform all job duties. Position requires some sedentary work with some standing and walking required. Occasional lifting up to 50 lbs. Subject to inside and outside working conditions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the working environment is usually moderate to loud. Subject to inside and outside weather conditions. Work environment includes the Bad River Head Start/Early Head Start, transports to local clinics, client homes or community locations.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov